

**PROGRAM:** Business Management and Administrative Services

**PROGRAM  
CIP CODE:** 52.0200

**DESCRIPTION:** The Business Management and Administrative Services instructional program prepares students to perform technical support services involved with planning, organizing, researching, directing and controlling functions related to the production, buying and selling of goods and services in domestic and international markets. In addition students will possess the foundation skills needed for postsecondary studies in any area of business. An integrated approach to teaching and learning is recommended as students develop interpersonal relations, career development skills and technical knowledge and skills associated with functions essential for a business operation. Students completing this program will be prepared to participate in teams to solve problems and make decisions about business related issues. The program is designed and delivered as a coherent sequence of school-based and work-based experiences. Leadership skills are developed through the state recognized Career and Technical Student Organizations, FBLA or DECA.

**RECOMMENDED PROGRAM SEQUENCE OF COURSES:**

**Career  
Preparation  
Grades  
10-12** The following describes the recommended sequence of courses developed from industry-validated skills necessary for initial employment or continued related education. All of the Career Preparation state-designated Business Management And Administrative Services standards are addressed in this instructional sequence.

Schools with ADE approved Business Management and Administrative Services programs will utilize all of the industry-validated state standards for this program in the design and delivery of the following recommended sequence of courses.

**52.0200.10** Introduction to Business Management and Administrative Services: This course is recommended for students who have an interest in business and a desire to understand how business works in today's global economy. This course prepares students with technical skills and knowledge related to the economics, management and administrative support functions of business, which cut across industries. A computer with business applications software is used by students as a tool to perform business tasks.

**-and-**

**52.0200.20 Basic Business Management and Administrative Services:** Students enrolled in this course will develop knowledge and skills in applied research, business communications, principles of business law, public relations, information management, meeting planning and office supervisory skills. A computer with business applications software is used by students to perform project management and other business tasks.

**-and-**

One or more of the following courses will be included in the coherent sequence of courses for this instructional program:

**52.0200.30 Advanced Business Management and Administrative Services:** This course includes instruction in business planning and operations. Computer software applications are applied to the technical support functions essential to the operation of an enterprise and buying and selling of goods and services.

**-or-**

**52.0200.75 Business Management and Administrative Services - Internship:** This course provides students an opportunity to apply previously developed business management and administrative knowledge and skills while participating in a structured work experience. Students may be paid or unpaid for their work experience.

**-or-**

**52.0200.80 Business Management and Administrative Services - Cooperative Education:** This experience is designed to provide students with both school-based and work-based learning. Training plans and training agreements are based on previously developed business management and administrative knowledge and skills. Students generally work a minimum of 15 hours a week.

## TEACHER CERTIFICATION REQUIREMENTS FOR THE BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES PROGRAM

**CAREER PREPARATION:** The instructor must be CTE certified according to the following table

Business Management and Administrative Services	CERTIFICATES	
	Types: BVT, SVT Approved Areas: BUS, VDE, VME	Types: PVBM, SVBM, PVB, SVB, PVM, SVM, PCTBM, SCTBM No Approvals Necessary

**Note:**

- Business Management and Administrative Services, 52.0200.70 may be a part of the sequence and the teacher must hold a Cooperative Education Endorsement (CEN).
- Teacher/Coordinator 52.0200.75 is not required to have a Cooperative Education Endorsement (CEN).
- Teacher/Coordinator 52.0200.80 is required to have a Cooperative Education Endorsement (CEN).

## CERTIFICATE ABBREVIATIONS FOR THE BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES PROGRAM

Certificate Types		Approved Areas List	
BVT	Basic Vocational Education	BUS	Business Education
PCTBM	Provisional Career and Technical Education Business and Marketing	VDE	Vocational Distributive Education
PVB	Provisional Vocational Business	VME	Vocational Marketing Education
PVBM	Provisional Vocational Business and Marketing		
PVM	Provisional Vocational Marketing		
SCTBM	Standard Career and Technical Education Business and Marketing		
SVB	Standard Vocational Business		
SVBM	Standard Vocational Business and Marketing		
SVM	Standard Vocational Marketing		
SVT	Standard Vocational Education		